



THE CITY OF SAN DIEGO
REPORT TO THE CITY COUNCIL

DATE ISSUED: September 8, 2010 REPORT NO: 10-118

ATTENTION: Public Safety and Neighborhood Services Committee
Agenda of September 22, 2010

SUBJECT: Donation from San Diego Police Foundation for an Automated Property Management System for the Police Department

REQUESTED ACTION

Accept a donation in the amount of \$126,000 from the San Diego Police Foundation for the specific purpose of purchasing a new automated property management system and the associated hardware for the Police Department.

STAFF RECOMMENDATIONS

- 1) Accept a donation in the amount of \$126,000 from the San Diego Police Foundation for the specific purpose of purchasing an automated property management system and associated hardware for the Police Department.
- 2) Appropriate donated funding in the amount of \$126,000 to the Police Department's FY 2011 budget for the specific purpose of purchasing an automated property management system and associated hardware for the Police Department.
- 3) Authorize the expenditure of donated funding in the amount of \$126,000 from the Police Department's FY 2011 budget for the specific purpose of purchasing an automated property management system and associated hardware for the Police Department.

SUMMARY

Per Council Policy 100-02, the City Council is responsible for accepting all restricted donations which create an immediate or initial City expenditure of \$5,000 that has not been included in the approved City budget, or that materially changes any aspect of City operations.

As a result of the efficiencies gained from implementation of an automated property management system, staff throughout the Police Department will have more time to devote to the provision of core police services, including responding to citizen calls for police services and investigating crime cases.

An increase in customer service levels to the public and other agencies is also anticipated as a result of the availability of much more detailed information via an automated system, associated with every evidence/property item impounded.

BACKGROUND

The San Diego Police Department currently documents and manages its property and evidence process using a manual, paper-centric system that requires repetitive work effort and involves the use of handwritten, four-part property tags; various hand-written log sheets; and, additional forms to denote status and disposition of items. Some types of property (i.e., narcotics, bicycles, firearms, money, and prisoner property) must be tracked separately, necessitating the completion of multiple property tags from a single incident. The Police Department's Property Room staff is currently managing approximately 150,000 active property tags, all in paper form. In addition, the capability to generate reports or search for specific items without manually reviewing each tag does not exist.

DISCUSSION

An Internet-based software solution will allow police officers to enter items to be impounded directly from the field and will streamline the case management process for all Department investigators. This system will also track the destruction dates of individual items, allowing staff to better manage the space needed to accommodate approximately 700,000 items.

Implementation of this system will also drastically reduce hand-written documentation, reduce the time Property Room staff spends on processing incoming and outgoing property and evidence, and produce unalterable chain of custody documentation for use in court. With the data captured electronically, Police Department divisions will have the ability to access the system, query, and generate reports. In addition, this system will ensure a higher level of accountability throughout the Department.

CONCLUSION

As a result of a generous donation by the San Diego Police Foundation, the Police Department will have the ability to purchase a new automated property management system and the associated hardware which will allow the Department to operate more efficiently overall.

FISCAL CONSIDERATIONS

Funding in the amount of \$126,000 will be donated for the specific purpose of purchasing an automated property management system and the associated hardware.

PREVIOUS COUNCIL and/or COMMITTEE ACTION

None.


COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS

None.

KEY STAKEHOLDERS AND PROJECTED IMPACTS

Key stakeholders include the Police Department and the San Diego Police Foundation.

Respectfully submitted,



William M. Lansdowne
Chief of Police

LANSDOWNE/mcw